



Providing information technology services to
California Health and Human Services Agency Departments



Arnold
Schwarzenegger,
Governor

JOB OPPORTUNITY

CLASSIFICATION: Associate Governmental Program Analyst (AGPA)
(Permanent, Full-time)

LOCATION: Health and Human Services Data Center (HHSDC)
Statewide Automated Welfare System (SAWS) Project
8745 Folsom Blvd., Suite 100
Sacramento, CA 95826

Free Parking Available

DO NOT SUBMIT APPLICATIONS TO THIS LOCATION

SALARY: \$4,111 - \$4,997

Duties/Responsibilities:

Under the general direction of the Data Processing Manager II, Financial and Administrative Officer for the Statewide Automated Welfare System (SAWS) Project, independently performs financial management activities for the SAWS Project organization. The incumbent is responsible for conducting the following activities: ensures the integrity and accountability of fiscal data for project management and reimbursement purposes; updates and reconciles expenditure data for a variety of uses; prepares budget documents and reviews project approval documents; prepares billing information; develops claim instructions for county project costs; develops billing and rate strategies; and participates in special projects. The incumbent is required to use an Access database to perform many of these activities. The analyst performs these tasks in a dynamic environment involved in the implementation of major statewide information technology (IT) projects and is required to work independently and as a member of a team.

Desirable Qualifications:

- Experience with budgeting or accounting.
- Ability to prioritize, plan, organize, coordinate, monitor, and follow up on assignments.
- Ability to work effectively and quickly under pressure and with minimal time frames.
- Ability to interact effectively and professionally with staff from a variety of organizations.
- Ability to communicate effectively, both orally and in writing.
- Ability and willingness to be attentive to detail.
- Demonstrated dependability and good attendance.



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Who May Apply:

Please indicate your eligibility for this classification on your application.

- State employees who are at or have lateral transfer eligibility to the Associate Governmental Program Analyst (AGPA) classification.
- Persons who have list eligibility.
- SROA/Surplus candidates are encouraged to apply.

Inquiries regarding this position may be directed to MaryLou Moreno at (916) 229-4453.

Please reference RPA# 05-175 on your application.

Final Filing Date: February 11, 2005

Submit applications/resumes to:

Health and Human Services Data Center
Human Resources Branch - RPA #05-175
2525 Natomas Park Drive, Suite 100
Sacramento, CA 95833

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.